

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF HOMEOPATHIC MEDICAL EXAMINERS

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
SPS 97-01 Requirements for directed study and examination in course work approval.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
June 4, 1997
3. Summary of the contents of the substantive policy statement:
The policy statement requires a minimum ratio, in hours, of face-to-face instruction to self-study of audio and videotaped courses in order for the course to be approved. The statement also requires that such courses include a written comprehensive examination graded by the instructor.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This is a new policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Jean Ellzey, Executive Director
Address: Board of Homeopathic Medical Examiners
1400 West Washington, Room 230
Phoenix, Arizona 85007
Telephone: (602) 542-3095
Fax: (602) 542-3093
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A single paper copy of the policy statement may be obtained free by making a verbal request to the Executive Director. Multiple copies are available for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Disciplinary Actions Published in Real Estate Bulletin (No. 11).
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued January 1996. Revision effective September 24, 1997.
3. Summary of the contents of the substantive policy statement:
This statement sets forth the criteria for publicizing certain administrative/disciplinary actions.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revision.

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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8011, or it may be obtained from the Department for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Fees for Lists, Copies and Certified Copies of Department Documents (No. 13).

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued January 1996. Revision effective September 24, 1997.

3. **Summary of the contents of the substantive policy statement:**

This policy statement lists the fees for noncommercial requests for copies or lists of Department information/records.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revision.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8013, or it may be obtained from the Department for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Professional Limited Liability Companies: licenses; requirements (No. 17).

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issued March 1996. Revision effective September 24, 1997.

3. **Summary of the contents of the substantive policy statement:**

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This statement describes the criteria for licensure as a real estate professional limited liability company.

4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revision.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

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Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8017, or it may be obtained from the Department for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Refund of Overpayment (No. 25).
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued July 1994. Revision effective September 24, 1997.
3. Summary of the contents of the substantive policy statement:
This policy statement outlines the procedures for requesting a refund from the Department.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8025, or it may be obtained from the Department for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Acceptable Forms of Payment (No. 42).

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 24, 1997.
3. Summary of the contents of the substantive policy statement:
This policy statement lists the forms of payment acceptable to the Department.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8042, or it may be obtained from the Department for a 25¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Interpretation of Transferor (No. 43).
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 24, 1997.
3. Summary of the contents of the substantive policy statement:
This policy statement describes the Department's interpretation of the word "transferor".
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 135
Fax: (602) 468-0562
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement may be downloaded from the Department's web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8043, or it may be obtained from the Department for a 25¢ per page copying charge.